

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
HEALTH INFORMATION MANAGEMENT DEPT (HIMD)

JOB CLASSIFICATION: OFFICE TECHNICIAN (TYPING) – ROI and Forms Management
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Perform a variety of general office work. Performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

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| 50 % | Provide clerical assistance to the Associate Governmental Program Analyst and Staff Services Analysts responsible for release of information processing. Communicate/coordinate delivery of medical records request and assure a timely response. Photocopy records requested by outside providers, including but not limited to, Department of Justice, Board of Parole, State Boards, DSH-Sacramento, and former patient requests. Maintain an accurate log of all requests. Maintain monthly statistical logs regarding the number of copies, and requests processed. Perform a variety of data entry processes and research in the Admission-Discharge-Transfer (ADT) and other data bases. |
| 25% | Coordinates the work of the Hospital Documentation Management Committee for the purpose of monitoring, maintaining, and administering a systematic paperwork management process to control form standards and to meet requirements and statutes. Serves as the facility's digital repository Triage Unit for the Forms Standardization project. |
| 20% | Serve as the HIMD Safety Coordinator and Designated as the department's Technology Services Account Manager. Serve as the back-up to the HIMD Training Coordinator. |
| 5% | Procure needed supplies for HIMD from outside vendors following established procurement methods. Provide backup for Review Desk, HIMD File Room, Copy Clerk or Chart Runner duties as needed. Other clerical duties as assigned. |

2. SUPERVISION RECEIVED

Health Information Management Director, Staff Services Manager I

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Modern office methods, supplies, and equipment; business English and correspondence; principles of effective training.

ABILITY TO:

Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective actions; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR - N/A

AGE SPECIFIC - N/A

MANAGEMENT OF ASSAULTIVE BEHAVIOR – N/A

RESTRAINT/SECLUSION – N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

RELATIONSHIP SECURITY

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper,

electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws and policies.

SITE SPECIFIC COMPETENCIES

Knowledge of the contents and organization of the Clinical and Reserve Records.
Experience in operation and maintenance of various office equipment including photocopy machines, scanner, facsimile, and printer. Effectively communicate with department employees, HIMD coworkers, and the public.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge of Admission-Discharge-Transfer (ADT) computer system and Personal Computer for data entry and form development. Knowledge of record filing system.
Knowledge of Microsoft Products.

6. LICENSE OR CERTIFICATION - N/A

7. TRAINING - Training Category = 15

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date